

Munster Civic Foundation

2026 Grant Program Application Guide



About the Munster Civic Foundation

The Munster Civic Foundation is a non-profit organization dedicated to improving the quality of life for all the residents of Munster, Indiana. The Foundation was created in 1990 through an endowment from the Community Foundation, the parent corporation of Powers Health (formerly Community Hospital). The Munster Civic Foundation works closely with the Town of Munster, private individuals, the business community, and other organizations on various projects that benefit Munster's residents. The goals of the Foundation are to:

- Promote, foster, and encourage community spirit and pride.
- Facilitate collaboration between public and private entities for the benefit of Munster.
- Support self-sustaining projects and activities that enhance quality of life.
- Build and manage endowment funds to increase the Foundation's long-term impact.

Grant Program Overview

The Munster Civic Foundation is pleased to announce a new grant program designed to support projects and activities that benefit the Munster community and align with the Foundation's mission. The Foundation's Board will serve as the selection committee for this initiative. As this is a pilot program, the Board expects to learn from this cycle and refine the process in future years.

2026 Grant Program Timeline

Application Guide Released: October 15, 2025

Question & Answer Session: November 10, 2025 7:30-8:30pm Town Hall

Applications Due: February 1, 2026 11:59pm

Notification of Award: Mid-March 2026 (anticipated)

Eligible Project Dates: April 15, 2026 - December 31, 2026

Funding Details

Award Amount and Distribution. In our first cycle, grants of up to \$5,000 are available to support projects or activities occurring between April 15, 2026 and December 31, 2026. If two or more organizations work together, the Foundation may approve funding up to \$10,000. Funding must be used during this time period for approved purposes as outlined in the grant application or as otherwise approved through a post-award modification process with the Foundation. Funding may be distributed as a lump sum, through direct payments to vendors, or as reimbursements with appropriate receipts and reporting to justify expenses. The funding mechanism is at the sole discretion of the Foundation with the goal of balancing fiscal responsibility while minimizing the financial burden for resident groups and organizations.

Post-Award Requirements. Grantees must acknowledge the Foundation as a sponsor on any promotional materials and provide such materials to the Foundation for cross-promotion. Following the completion of the project or activity, grantees must submit a short post-completion report. The Foundation expects grantees to document and provide photos as part of the post-completion report. Failure to adhere to post-award requirements may affect eligibility for future Foundation support.

Continuing Funding. Grant awards come with no guarantee of future funding. All grantees must reapply in future years. The Foundation aims to provide short-term funding through these grants and asks applicants to make a case for sustaining impact without Foundation funding (e.g., bringing on other sources of support to anticipate reduced or denied funding in future years). The Foundation will work with grantees to identify paths to sustainability whenever feasible.

Eligible Projects and Activities

Eligible projects or activities include any plan to promote, foster, and encourage community connections and enhance quality of life in the Munster community that will be completed between April 15, 2026 and December 31, 2026. We encourage creative and novel ideas, but anticipate ideas may include community events, art installations, or other placemaking efforts.

Proposals should not conflict with existing Town plans or policy. If a submitted idea requires a special permit or other planning permissions a grant award from the Foundation does not guarantee approval by the Town.

While not required, all applicants are encouraged to attend the Question & Answer Session or reach out to the Foundation's Executive Secretary, Wendy Mis, wmis@munster.org, to schedule a separate planning meeting prior to submitting an application. These resources are opportunities for the Foundation to connect you with the necessary Town departments that may be required to facilitate your idea and make other connections that could result in a stronger application. If you do want to take advantage of this resource, we recommend scheduling at least one month before the application deadline. Attending the Q&A Session or a Planning Meeting has no direct bearing on application evaluation, however, we strongly believe these resources will support strong applications.

Application Evaluation

All complete applications submitted by the deadline will be evaluated and scored by three members of the Foundation Board. Applications that receive a minimum cutoff score (to be determined based on the number and strength of applications received) will be brought before the full Board for discussion. The Board will meet to discuss applications and make a final funding recommendation. Funding is contingent upon approval by the Foundation's Officers.

The following rubric will be used to score each application:

Category	Low (1)	Moderate (3)	High (5)	Scoring Comments
Community Need	Minimal evidence of addressing an unmet need; duplicates existing efforts.	Some evidence of addressing an unmet need; some overlap with existing efforts.	Clear evidence of addressing an unmet need; novel idea with little overlap with existing efforts.	
Sustaining Impact	Plan is not present or lacks feasibility.	Somewhat feasible plan for sustainability; potential barriers remain.	Strong, feasible plan for sustaining impact beyond Foundation funding.	
Community Engagement	Engagement strategies are unclear or limited.	Engagement is present but not well developed or inclusive.	Compelling plan to engage a broad cross-section of Munster residents and/or organizations.	
Likelihood of Success	Budget and implementation plan is not present or lacks feasibility.	Plans are somewhat feasible; some potential barriers remain.	Clear, realistic plan and budget with minimal barriers to success; necessary permissions addressed.	

Note: While this rubric is provided to guide applicants in proposal development, individual scores will not be shared. At its discretion, the Foundation may offer general feedback to applicants to support future submissions.

Munster Civic Foundation 2026 Grant Program Application Form

Complete the form below to apply for a grant. Additional supporting materials may also be attached.

All applications must be submitted via email by **February 1, 2026 at 11:59 PM** to be considered. Completed applications and any questions should be submitted to: Wendy Mis, wmis@munster.org with the Subject Line: Munster Civic Foundation 2026 Grant Cycle.

1. Primary Contact Name:

2. Primary Contact Phone Number:

3. Primary Contact Email Address:

4. Proposal Name:

5. Proposed Completion Date:

Eligible projects or activities will be completed between April 15, 2026 and December 31, 2026.

6. Applicant(s):

Applicants may be individuals, organizations, or other entities collaborating to plan and implement the proposed project or activity.

7. Proposal Overview:

Please provide a brief description of the project or activity proposed. Please highlight how the proposed idea meets a community need, can have a sustained impact, and will engage the community.

8. Implementation Plan:

Please describe how the project or activity will be implemented. Include a timeline or other project plan if available. Identify any risks to success and how you plan to minimize those risks.

9. Total Anticipated Cost:

10. Requested Grant Amount:

Maximum \$5,000 for proposals from individuals or single entities; \$10,000 for partnerships between entities.

11. Budget Description:

Please provide a budget overview identifying the amount requested and how funds will be spent. If the amount requested does not match the anticipated cost, please describe how additional funding will be obtained (i.e., additional sponsors, donations).